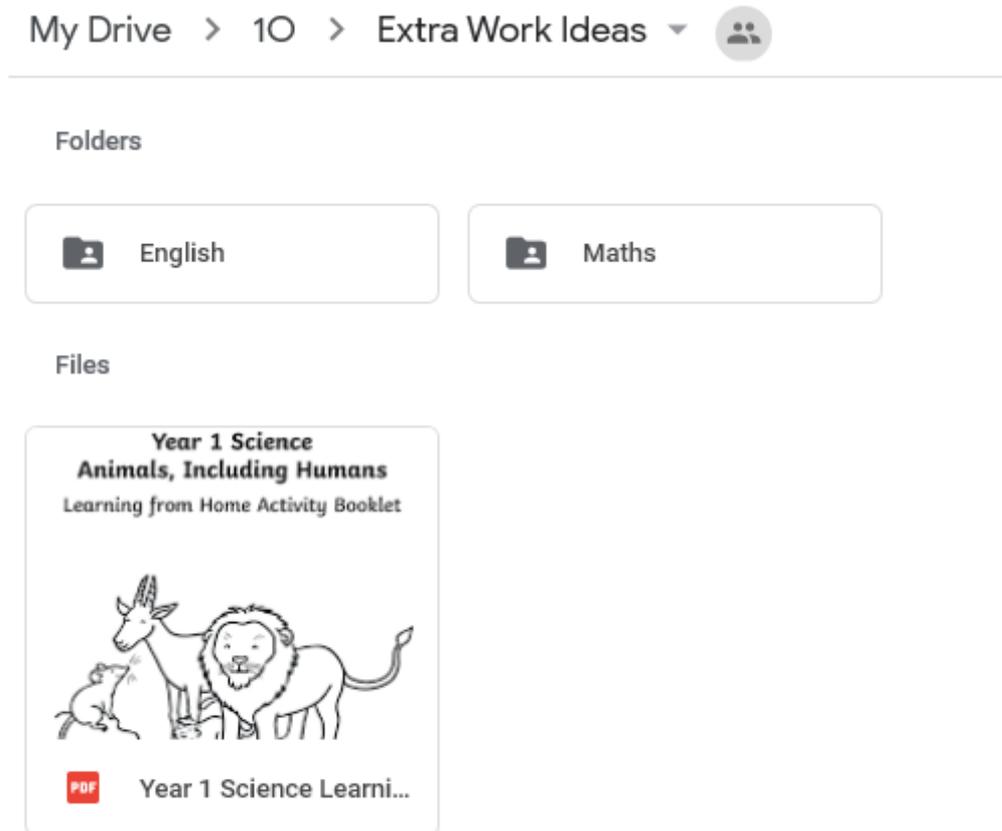## How to work with your Google Drive

This guide is for pupils completing work *within* the Google Drive, rather than printing work out. If you are printing work out, right click the document and select 'Print'.

Once you have logged into the Google Drive using the details given from your class teachers, you will be directed into your class drive. It will look something like this below:
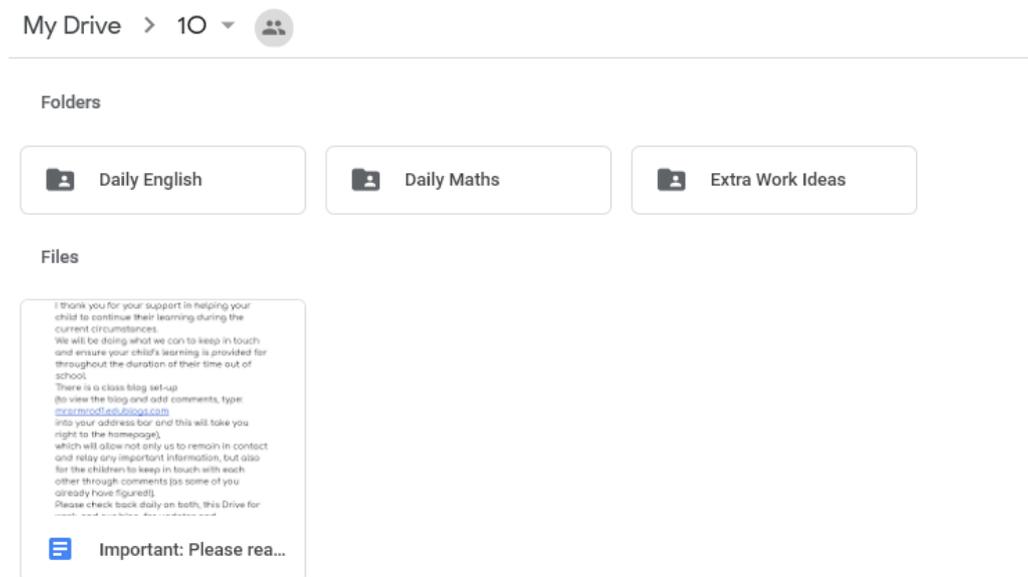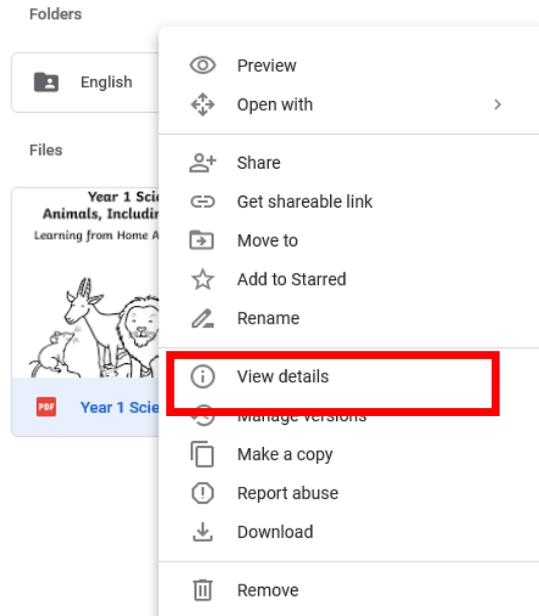

Now navigate through the files to find the work you want to complete, for example, you may want to click 'Extra Work Ideas' – double click the folder and open it.

Once inside, the layout will look very similar to the step before, but it will show the work provided by your teacher, like this:

My Drive > 1O > Extra Work Ideas

Folders

📁 English   📁 Maths

Files

Year 1 Science
Animals, Including Humans
Learning from Home Activity Booklet

📄 PDF   Year 1 Science Learni...

Right click on the work you want to complete and select 'Make a copy' from the menu:

Folders

English

Files

Year 1 Scie
Animals, Includir
Learning from Home A

PDF Year 1 Scie

Preview
Open with   >

Share
Get shareable link
Move to
Add to Starred
Rename
View details
Manage versions
Make a copy
Report abuse
Download

Remove

Once you have copied the work, a new document with the name 'Copy of …' will appear. Right click this and select 'Rename':

Folders

English

Files

Year 1 Scie
Animals, Includir
Learning from Home A

PDF Copy of Yea

e Learning from Home (
oklet.pdf".

Preview
Open with   >

Share
Get shareable link
Move to
Add to Starred
Rename
View details
Manage versions
Make a copy
Report abuse
Download

Remove
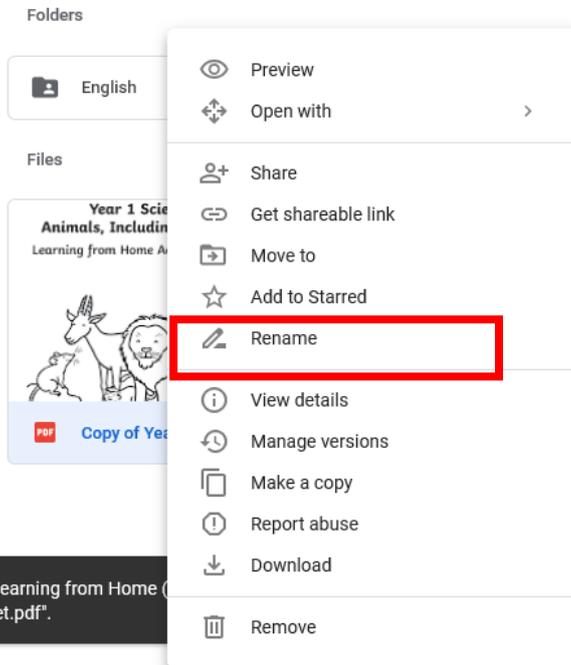
Add a name to the file that will indicate to your teacher that it was done by you. For example, if your name was Jack Thompson, you might call it, 'Jack Thompson's Science Work'.

Once you've done this, if you double left click on the document with your name on, it will open for you.

Once it has loaded, a blue button at the top will appear saying 'Open with Google Docs.'

Select this and it will allow you to edit the document.
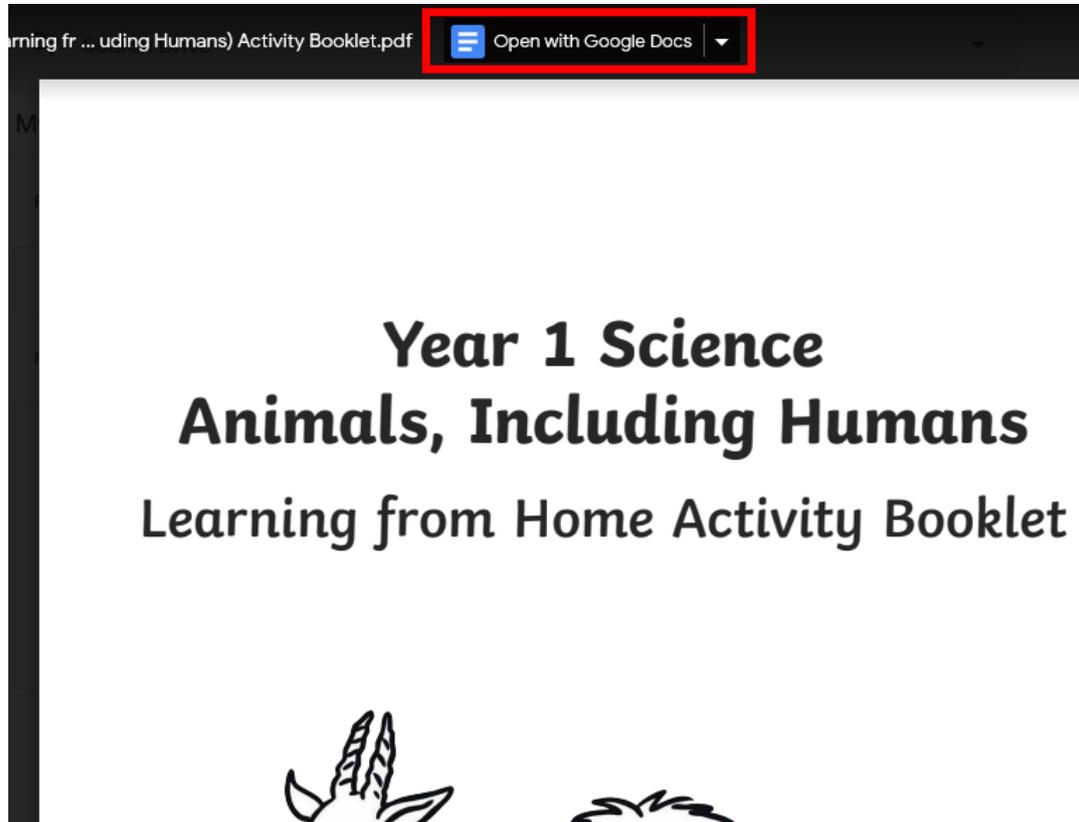
Once open, you can edit this document without changing the original for anyone else. Google Docs should feel familiar as it runs almost identically to Microsoft Word. Work will be 'Auto-Saved' as you complete it, so there's no need to save your file. Once finished, close the tab and your work will be there for your teacher to see.

If there are any issues or questions, or if you
require support, please contact us at:

stjosephtheworker@knowsley.gov.uk